

Project Management Analyst - Job ID 11717

Location: Livonia, MI

Remove Date: November 30, 2016

At Roush, we fuse technology and engineering to provide product development solutions to customers in a diverse range of industries. Widely recognized for providing engineering, testing, prototype, and manufacturing services to the transportation industry, Roush also provides significant support to the aerospace, defense and theme park industries. With over 4,000 employees in facilities throughout the United States, Europe, Asia, and South America, our unique combination of creativity and tenacity activates big ideas on a global stage. We want motivated, ambitious people who put the needs of our customers first, bring creativity to their work and will do whatever it takes to achieve success. If you share our passion for providing innovative solutions to complex challenges, we want you on our team.

Roush Flexible Assembly group has an immediate opening for a Project Management Analyst. The Project Management Analyst will work with cross functional teams and program staff to identify key metrics related to the project. A strong Project Management Analyst candidate will have advanced Excel skills with the ability to demonstrate the use of macros, pivot tables, and formulas, with experience in developing business cases and drafting proposals with new customers. A candidate with strong technical and analytical skills and experience in a manufacturing environment would make an ideal Project Management Analyst. **This position is located at our Livonia, MI facility.**

Responsibilities

- Collect data from customers, suppliers, Bill of Material, ERP systems, or other sources to compile meaningful reports.
- Assist in analyzing information into meaningful performance and progress indicators.
- Maintain and publish reports to program teams.
- Attend internal action, change control, and progress report meetings, as necessary.
- Work with new customers to develop business cases and draft proposals.
- Perform other duties as required.

Qualifications

- Associate's degree.
- Minimum 2 years of experience in a manufacturing environment.
- Must be a US citizen.
- Experience with an ERP system and business analytics.
- Experience with MS Office programs, with advanced experience in Excel with MACROs, pivot tables, and formulas.
- Ability to respond to functional and technical elements of RFIs/RFPs.
- Experience working with different cross functional teams.
- Ability to multi-task by managing multiple project or tasks.
- Willingness to travel less than 10% as required, mainly local travel between facilities.

Preferred Skills

- Bachelor's degree.
- Familiarity with PMI principles.

To apply, please visit the Roush careers page by clicking on this link: <http://www.roush.com/careers>

Our benefits include: medical, dental, vision, life insurance, LTD, 401K, tuition reimbursement, paid vacation, and paid holidays.

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EEO/AA/Veterans/Disabled**

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